

Records Management Web Site Update #07

The following items describe the changes made to the Records Management Web Site during the month of July 2001. The items are listed by page as they appear on the Records Management home page. These changes will be published in a numbered memo. In addition to the changes shown here, re-linking web pages to attachments and correcting the web pages was also performed.

DOE Records Management Home Page

- Updated the Current Additions and Changes link

Pg 1 – Strategic and Tactical Plans

- No Changes

Pg 2 – Policy, Guidance, and Publications

- Added the following to the 2001 Numbered Memo section:
 - Numbered Memo 01-26, Workgroup to Reformat Schedules
 - Numbered Memo 01-28, NARA Federal Records Center Operations for FY2002
 - Attachment 1 – Letter to DOE from the Records Center Program Manager
 - Attachment 2 – DOE Creation Offices for FRC Charges
 - Numbered Memo 01-29, NARA's Request for Comment on Proposed Rule on Records Management: Simplification of Records Disposition Procedures
 - Attachment 1 – NWM 15.2001 Memorandum to Agency Records Officers
 - Numbered Memo 01-30, Notice of Approved Disposition Schedules

Pg 3 – Records Disposition Schedules

- Updated the Topic Index to DOE Admin Schedule

Pg 4 – HQ Records Storage Support

- Added the following:
 - NARA Interagency Agreement (NR01-0028)

Pg 5 – DOE Records Management Points of Contact and Organizational Charters

- Added the following:
 - Williams, Teresa
WAPA, 303-275-1730
twilliams@wapa.gov

Pg 6 – Records Management Links And Finding Aids

- No Changes

Pg 7 – Training in Records Management

- No Changes

Pg 8 – Upcoming Events

- No Changes

Pg 9 – E-Mail Pilot

- Added the following items to the pilot web page:
 - Assessment of ForeMost Software for users who have attended ForeMost training
 - CIO All Hands Meeting Presentation, held July 9 and July 11, 2001
 - Updated the ForeMost Training Schedule

Pg 10 – Other Links

- No Changes